



## LIBBY STAFFING TABLE – VOLPE AND CDM PERSONNEL

2004

VOLPE		
NAME	POSITION	ROLE & RESPONSIBILITY
John McGuiggin, PE	Project Manager	Overall management of the IAG between EPA Region 8 and the Volpe Center. Insure that all SOW requirements and IAG terms and conditions are satisfied. Develop WAF requirements; conduct overall budgeting for WAFs, and coordinate approval w/ EPA RPM. Manage internal Volpe resources responsible for various tasks on the IAG. COTR for numerous Libby specific contracts; review deliverables and invoices. Chairperson for two new contracts that will be used to support long-term remediation activities on the Libby Asbestos Project.
Julie Borgesi, PE	Environmental Engineer	Conducts various inherently governmental engineering and contract related tasks. In particular, currently leading the effort to acquire critical environmental cleanup and engineering support for the Libby Asbestos Project. In addition, as a registered Professional Engineer Julie oversees development of bid packages for the Libby Asbestos Project. Responsible for review of engineering drawings and specifications associated w/ various activities on the Libby Asbestos Project.
Michelle Morris	Environmental Engineer	Leads the Government team responsible for residential relocation tasks. Insures that temporary housing is available for relocations, coordinates approval of payment of per diem and living expenses to relocated individuals. A key member of the team that develops bid packages for residential removals. Assists with review and negotiation of residential removal proposals. Reviews invoices for residential removal actions. Provides support on technical evaluation teams for new Libby contracts. COTR on Libby contracts.
Courtney Zamora	Site Manager	The Volpe Center's Site Manager in Libby. Oversees all Volpe contract activities in Libby. COTR on several contracts and TOs utilized on the Libby Asbestos Project.
Paul Kudarauskas	Environmental Specialist	Conducts field oversight in Libby. Assist w/ development of plans for oversight of major cleanup activities such as at the Screening Plant, the Siefke property and the Loomis property. Conducts review and approval activities on Libby task orders and Libby contracts. Assist w/ technical evaluation of contract proposals.

Ping Hu	MIS Specialist	Researches data issues related to errors encountered with uploads of analytical electronic data deliverables (EDDs) and communicates data requirements accordingly. Assists with activities related to data entry and validation.
Charles Lindenbaum	MIS Specialist	Assists with defining DB requirements and overseeing internal Volpe and contractor staff responsible for various DB tasks. Develops specifications, reviews DB deliverables, tests data upload applications, performs DB queries as part of QA/QC activities, uploads COC, GIS and Analytical data (as necessary).
Mark Raney	Database Manager / Project Technical Lead	<i>Database (DB) Responsibilities:</i> Coordinates development of DB requirements, conducts overall budgeting for DB efforts, coordinates approval & scoping w/ EPA. Manages internal Volpe and contractor resources responsible for various DB tasks. <i>Project Tech Lead Responsibilities:</i> Coordinates sampling & sample processing requirements, analytical efforts, development of project methods, SOPs, SAPs, & project research related requirements. TOCOTR for Libby contractor Task Orders; reviews deliverables and invoices.
Sophia Rasenas	Data Entry/Coop	Assists with overseeing and training the data entry team. Conducts testing of new versions of the Data Entry application. Performs data queries, as needed. Identifies, communicates and tracks FSDS and survey data issues with Libby Field staff. Identifies/addresses QA/QC issues associated with sample and survey data. Enters and validates data related to FSDSs, and IFF surveys. Maintains hardcopy files of field documentation.
Amy O'Brien	Division Secretary	Conducts necessary administrative functions for the Environmental Engineering Division.
Philip Mattson, PE	Division Chief	Overall Program Manager for IAGs w/in the Environmental Engineering Division.
Joan Louis	Financial Analyst	Prepares detailed budgetary estimates in coordination w/ the Volpe Center's Project Manager. Verifies that planned budget actions are carried out according to plan. Prepares monthly cost summary for IAG. Assists w/ payment issues associated w/ EPA finance and optimizes payment of contractors to recover available funds.
Ruth Potter	Site File Support	Conducts administrative duties to insure that all Site files are maintained in accordance w/ the IAG. Assists the project manager w/ day to day administrative duties.

Jessica Paddock	Environmental Engineer	Assists w/ the development of bid packages for residential cleanup site walks and cleanup actions. Conducts field oversight of Volpe contractors in Libby. Conducts detailed analysis of activities on the Libby Project, such as the cost benefit analysis of disposal options and the O&M plan for disposal at the former vermiculite mine. Prepares task orders for CDM support to the Libby Asbestos Project.
Wei Li Yu Li	Data Entry	Enters and validates data related to FSDSs, and IFF surveys. Maintains electronic inventory of all samples and analytical reports. Maintains hardcopy files of all samples, surveys, laboratory reports, COCs, logbooks and other field documentation.
John Bonin	Analyst	Designs, develops, and tests applications for uploading CSF, COC, GIS and EDD (analytical results) data into the Libby2 database. Modifies current versions of applications to address new data or QC requirements.
Lynne Litton	Systems Engineer	Designs, develops, and tests applications for uploading FSDS Preload and Handheld (HH) data into the Libby2 database. Modifies HH and Preload applications to address new data or QC requirements. Uploads EDDs (analytical results), identifies EDD data issues and communicates and tracks them with project laboratories. Prepares custom ad-hoc and standard report data queries as needed. Assists with QA/QC activities, including identification as well as implantation of Libby2 data corrections or standardization (i.e., updating stored historic data to be consistent with new data requirements).
Contracting Support Team (Cook, Wirtanen, McKenzie, Raymond, Pellegrino, etc.)	Contracting Support	Acquisition support; contracting officers, administrative contracting officers, contract specialists, administrative support. Salaries are paid from a 3.9% fee on total obligations. Contracts developed and/or administered to date for the Libby include landscaping, security, temp housing, disposal, cleanup, CDM, SaLUT, and numerous purchase orders. Services of Acquisition staff for procurements including in-house contract (total procurements 1st quarter FY04 total \$3,574,898) Total acquisition o/h paid in 1st qtr equals \$16,808.

CDM		
Tim Wall	Project Manager	Responsible for overall program management and all CDM Team resource performance, responsible for CDM Team financial performance and demonstrated continual improvement (e.g., CDM cost reductions of more than 20% in 1 yr), coordination of team resources, activities, and priorities, issue resolution, communicate project strategy to Volpe/EPA.
Fred Babin	Finance & Administration	Performs financial analysis and monitoring, supports strategy for cost reduction, and manages procurement process.
Geoff McKenzie, P.E.	Design Lead	Leads design team responsible for completing cleanup designs for use as contract documents with Volpe contractors.
Marianne MacDonald	Information Management Lead	Leads information management team responsible for maintenance and development of Libby2 database, GIS system and information management tools to facilitate program execution, documentation and process improvement.
Anni Autio	Analytical Program Lead	Manages analytical program including P.E. study, manages the five laboratories under subcontract to CDM, manages budget and lab performance and capacity, and facilitates distribution of data results, project record.
Jeff Montera	Investigation Lead, Offsite Community Involvement Lead, CSF Lead	Leads investigation team in the execution of field investigation efforts, manages the sample processing facility, develops sample and analysis strategy, remedial investigation reporting, and managed the offsite community involvement efforts.
Scott Supernaugh	Field Program Manager	Schedule; manage team resources, staff prioritization/deployment, project management, decision making, issue resolution, work with/resource to the TAG, and assist Courtney with managing contractors, to ensure they are efficient and compliant with the contract documents.
Paul Lammers	Assistant Construction Manager	Final inspection, coordination w/ CIC and contractors, manage larger property cleanups, quality control, work with homeowner to ensure satisfactory cleanup, and attends TAG and CAG.
Shawn Olivera	Onsite Health & Safety Lead	Day to day operational oversight of health and safety, ensures compliance with PEL, reviews statistical evaluation of air data, continual reviews of process, ensures consistency with guidance docs, member of TAG Health & Safety Task Force.
Damon Repine	Onsite Health & Safety / Air Monitoring	Containment checks, containment and protocol strategy, air sampling, health and safety monitoring, inspection of cleaning before encapsulation.

Karen Berry Barbara Nett Nicole Bein	Onsite Community Involvement Coordinators	Interface with homeowners, preconstruction, resource to homeowners, arranges relocations, pet boarding, addresses special requirements of homeowners for maintenance, homeowner reimbursement, scheduling, works with homeowner on timing, special requirements e.g., housing, closeout.
Tom Vanderweel Rick Kern Paul Opem Jim Sabo Rob Saikaly Gary Shaughnessy	Construction Oversight	Coordinate with CIC on project startup, makes sure cleanup is conducted consistent with plans and specs and project docs, monitoring for changes in SOW, soil sampling, air sampling, contact appropriate decision makers to resolve issues when need to prevent slowdowns, ensures completeness of cleanup, provide project documentation of cleanup.
Noah Lawson Tony Sesti Dave Spielman Ben Shoup	Pre-design Inspection	Complete pre-design inspection to obtain info on actual conditions and measurements and quantities, look for changes from initial property visit, determine access and logistics for use during design, also perform field reviews of draft designs to reduce change orders, work with homeowner to make sure nothing is missed and that the cleanup approach is presented to the homeowner and meets their objectives.
Neal Parker Deb Snyder Amy Picunas Eleonora Borisova Monica Jury Bella Shames	Design	Evaluate property data provided by the pre-design inspection team; using the design criteria, establish cleanup requirements at each property; prepare design submittals, including work plans and drawings.
Patty Strong	Sample Coordination / Onsite Data Management	Maintains sample database, sample logging and submittal for analysis, for construction oversight, Health and safety, and PDI, maintains custody and paperwork control, and provides results notification.
Julie Brossman	Project Administration	File management, phones, administration, and coordination of requests from Volpe, EPA, and CDM.
Paula Schauss	Project Administration	Administration for CIC staff, works with homeowners for scheduling inspection and meetings, maintains records of design changes, ensures completeness of packages for distribution.
Linda Newstrom	EPA information Center	Operates EPA Information Center, administration for Volpe and EPA, supports issue resolution.
Karen Ekstrom	Offsite Community Involvement Coordinator	Prepares fact sheets, newspaper notices, maintains the post-cleanup survey data, prepares and sends out mailings.